

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE GILA COUNTY DIVISION OF HEALTH AND EMERGENCY SERVICES

THE GILA COUNTY BOARD OF SUPERVISORS

AND

MIAMI AREA UNIFIED SCHOOL DISTRICT # 40

I. **Purpose:**

The purpose of this Memorandum of Understanding will be to outline the responsibilities, obligations and duties of Tobacco Free Environments Program, a program operating under the Gila County Division of Health and Emergency Services and the Miami Area Unified School District # 40 for the 2011/2012 school year.

II. **Responsibilities:**

The Tobacco Free Environments Program

1. will serve as a resource to school administrators, teachers, support staff and students;
2. will utilize Health Smart curriculum ;
3. will provide instruction to students through community health educator and youth coalition members and;
4. will utilize programs 2011/2012 contract action plan/strategy to identify health priorities for schools through the use of the school health index (SHI).

The Miami Area Unified School District #40

1. will adopt Health Smart curriculum prescribed by the Tobacco Free Environments Program;
2. will provide office/storage space for community health educator, between the hours of 7:00 a.m. to 4:00 p.m. Monday through Thursday, to begin on July 1, 2011, and end on June 30, 2012 and;
3. will provide necessary equipment for community health educator to effectively perform his/her duties i.e., desk, telephone line, appropriate computer & outlets and internet access.

III. **Termination:**

This agreement will be effective July 1, 2011 through June 30, 2012. Each year prior to the termination date the agreement will be reviewed with options for renewal. This discussion will take place prior to the date of the Gila County Division of Health and Emergency Services/Tobacco Free Environments Program Grant Application is submitted to the Arizona Department of Health Services/ Bureau of Tobacco and Chronic Disease.

IV. **Cancellation:**

This agreement contains all the terms and conditions agreed to by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Nothing in this Agreement shall be construed as consent to any suit or waiver of any defense in a suit brought against Gila County, or the Contractor, in any State or Federal Court. This Agreement is subject to the cancellation provision of ARS 38-511.

MIAMI AREA UNIFIED SCHOOL DISTRICT #40

GILA COUNTY

Mr. Don Nelson, Superintendent

Michael A. Pastor, Chairman
Board of Supervisors

Attest:

Marian Sheppard, Chief Deputy Clerk

Approved as to form:

Bryan B. Chambers
Chief Deputy County Attorney

Signed this _____ day of _____, 20_____

Goal: 1 Prevent Initiation of Tobacco Use among Youth			
2. Strategy: Identify health priorities for schools through the use of the school health index (SHI)			Strategy is integrated with (check all that apply): <input checked="" type="checkbox"/> Tobacco – reduce initiation <input checked="" type="checkbox"/> Chronic Disease Prevention <input type="checkbox"/> Tobacco cessation <input type="checkbox"/> Chronic Disease management <input type="checkbox"/> Other:
Agency Lead: Gila County Partners: School/School District, School Boards, Teachers, PTO, Parents, Students, Business Owner	Related policy change: School based policies related to tobacco and chronic disease prevention	Related environmental change: Healthy school environments	
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 1: Train Staff on using the School Health Index (SHI) <i>Targeted completion date: Completed</i>	Program Manager Community Health Assistants	Staff has a clear understanding on what the School Health Index (SHI) is about and how to implement it in schools	Trained in the SHI
Action 2: Identify schools that want to complete the School Health Index (SHI) <i>Targeted completion date: August 31, of each year</i>	Program Manager Community Health Assistants	Schools readiness to participate in the School Health Index (SHI)	Completed data from schools participating in the SHI

Action 3: School Board presentation to identify schools wanting to complete the School Health Index (SHI) <i>Targeted completion date: Sept. 30, of each year</i>	Program Manager Community Health Assistants	School Boards' approval to proceed/participate in the School Health Index (SHI)	Data on schools who have already completed the SHI
Action 4: Recruit members for Wellness Committees in schools participating in School Health Index (SHI) programs Targeted completion date: October 31, of each year	Program Manager Community Health Assistants	Established SHI Wellness Committees in at least two schools	Volunteers to carry out areas of interest set by SHI Wellness Committee participants
Action 5: Implementation of the School Health Index (SHI) in two schools/districts <i>Targeted completion date: May 31, of each year</i>	Program Manager Community Health Assistants	Completion of the SHI in targeted schools	Compilation of data & help with data interpretation and reporting